

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED]

24 September 1970

To: All Training Officers of the Agency

## READING IMPROVEMENT

The following Reading Improvement courses have been scheduled for the remainder of CY 70:

LOCATION 1000 N. Glebe Road, Room 403  
AND DATES 12 Oct.-16 Nov. Mon. & Wed.  
0900-1100 (No class on 11 Nov.)

Ames Building, Room 1216A  
13 Oct.-12 Nov. Tues. & Thurs.  
0900-1100

FOR Agency employees whose major duties involve large amounts of reading.

REGISTRATION Because enrollment is limited to 22 in each course, the following quotas have been established: O/DCI - 2; DDI - 5; DDP - 5; DDS - 5; and DDS&T - 5. Form 136, "Request for Training at Non-Agency Facility," should be submitted as soon as possible to the Senior Training Officer in each Directorate who will determine priorities and forward the appropriate number for each course to TR/ISS/AIR, Room 835, 1000 North Glebe Road by 6 October 1970.

## OBJECTIVES

1. To develop a more organized approach to job-related reading. Emphasis is placed on the individual student's improvement of comprehension, reading speed, and recall.

(Over, please)

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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2. To develop techniques of skimming, scanning, and work analysis.

HOMEWORK

For maximum effectiveness students are expected to spend at least one hour in practice at home or at work each day.

COST

The cost of approximately \$50 per student is assumed by the sponsoring office. Since the full price is charged after the first session, it is imperative that only those certain to complete the course be selected to attend. Because of the nature of the course, no substitutions can be made after the first day.

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ADDITIONAL  
INFORMATION

On course content, call [REDACTED]  
on extension [REDACTED] n, 25X1A  
call TR/ISS/AIR, [REDACTED]

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